



CERTIFIER INSTRUCTIONS FOR EDRS PHASE II

With Phase II of the Electronic Death Registration System (EDRS), much of the communication between Funeral Homes, Certifiers and Vital Records has been automated. The system now has the capacity to allow automated email communication to two different Certifier email addresses. It is important that Vital Records be informed of any email address changes and fax number changes.

Please email DHHS.VRRS@nebraska.gov with any email address or fax number changes. If you have any questions or would like additional training, please call the Vital Records help desk at (402) 471-8275 or send an email to DHHS.VRRS@nebraska.gov.

Methods to Contact the Certifier:

After the Funeral Home assigns the record to the certifier, the following will occur depending on which method is preferred by the certifier.

- Preferred Method of Contact **“Email”**
 - When the record is “Saved” by the funeral home, an Email notification is automatically sent to the certifier (can be two different email addresses).
- Preferred Method of Contact **“Fax”**
 - Funeral Home selects Fax Notification (system faxes notification of electronic record to certifier’s office).
- Preferred Method of Contact **“Attestation”**
 - When the record is “Saved” by the funeral home, an email is automatically sent to the certifier stating that they should soon be receiving a faxed worksheet.
 - Funeral Home selects Certifier Fax Worksheet (system faxes death certificate worksheet to certifier’s office). If the Certifier’s office does not receive the faxed worksheet within 30 minutes, please contact the Funeral Home as they may have forgot to select Certifier Fax Worksheet.
- Preferred Method of Contact **“Phone”**
 - Funeral Home calls the certifier and lets them know they have an electronic death record to complete. For Certifiers that are still using this method, it is encouraged to change their Preferred Method of Contact to one of the other methods.

If the Preferred Method of Contact is Email, Phone, or Fax:

- The **certifier's staff and/or certifier's process will not change**. The information will be entered into the system and the certifier will electronically sign the record. Electronic notes on the record should be reviewed by the certifier or certifier's staff. The funeral home may provide Time of Death and possibly notification of a cremation.
- **What has changed?** After the certifier signs the record, an automated email is generated to the funeral home indicating that the record has been signed by the certifier and the funeral home can now complete the record.

If the Preferred Method of Contact is Attestation:

- With this method, **certifiers will no longer be logging into the system**.
- The **certifier's staff will receive**, via **fax**, instructions and a worksheet. The certifier can manually fill out the medical portion of the worksheet and provide the worksheet back to their staff that has access to the EDRS to enter. Electronic notes on the record should be reviewed by the certifier's staff. The funeral home will often provide Time of Death through an electronic note. The method of disposition can be viewed on the worksheet to see if it is a cremation.
- The **certifier's staff will enter the information from the worksheet** including who will be signing the Attestation. The medical complete question will be entered as a Y. After edits are resolved, the **certifier's staff will then fax themselves the Attestation copy** for the certifier to physically sign. This is accomplished by selecting Requests; then Fax Att Physician or Fax Att Coroner.
- The **certifier will review that Attestation copy**. If correct, the **certifier will physically sign** the document. It should then be **faxed** to the **toll free** number (1-855-840-9030). If not okay, the certifier will manually correct and provide back to the certifier's staff to update the EDRS and provide the certifier another Attestation copy to review and sign.
- After the **system receives** and accepts the **signed Attestation**, the Physician signed field is automatically updated to a Y and the signed by is updated to Fax Attestation. The Attestation is automatically attached to the data record and can be viewed in the system. The **Funeral Home will receive an email** that the **record has been signed** by the certifier and the funeral home can now complete the record.
 - If the system can't read that a signature is in the signature box, an email will be generated back to the certifier's office indicating this with instructions.
 - If the system receives a wrong version of the Attestation (the last Attestation created isn't the same version that was faxed), an email will be generated back to the certifier's office indicating this with instructions.

What happens after the Funeral Home completes the record?

- Vital Records staff will review the death record
 - If it is **accepted and filed**, the funeral home will receive an automated email that the record has been filed and certified copies can be issued.

- Vital Records can **reject** the record to the **certifier**. The funeral home and the certifier will receive an automated email that the record has been rejected.
 - If the preferred method of contact is **attestation**, the certifier will receive information about the reject by fax. If the preferred method of contact is **email, fax or phone**, the **email** to the certifier will contain instructions to review the electronic note on the record.
 - Once the **reject** has been **resolved** and the **record** is **filed**, the funeral home will receive an email that the record has been filed and certified copies can be issued.
- Vital Records can **query** the record to the **certifier**. The funeral home and the certifier will receive an automated email that the record has been queried.
 - The **certifier** will receive an **automated faxed query** if the certifier has provided Vital Records a fax number. Instructions should be followed and the query faxed back to Vital Records at 402-471-8238. If Vital Records does not have a fax number for the certifier, the query will be sent by mail.
 - Once the **query** has been **resolved**, the funeral home will receive an email that the record has been filed and certified copies can be issued.

If the record from the date of death to the current date is more than 14 days old, an automated email will be generated to either the certifier's office or the funeral home, depending on who hasn't completed the record.

Please remember, the **preferred method of contact pertains** to only how the certifier's office will **initially be contacted** that they have a death record to complete. **Communication after that** will typically be by **email and fax**.